Instructions for Creating PDF's of Documents
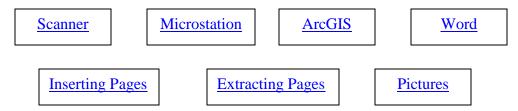
The instructions below will aid you in creating portable document files (pdf's) for both review and final distribution of documents. Adobe Professional allows you to produce one file that is searchable and contains title sheets (signed if applicable), the main body of the report, and the appendices and figures in the order they would appear in the original hard copy. The basic process is as follows:

- Scan and create PDF's of any information that is part of the document such as correspondence and handouts that are in hard copy format only. This includes signed title sheets where applicable.
- Create PDF's of all Microstation files, GIS files, or other figures, as applicable.
- Create PDF's of all electronic files that need to be inserted into the document file.
- Create a PDF of the main body of the document.
- Merge all of the above files into one document in the order they should appear.
- Save the final compiled document using the naming convention for Project Store.

All of the lab computers have a copy of Adobe Professional. Please use only Adobe Professional software to ensure consistency.

Scanner	Microstation	ArcGIS	Word

Inserting Pages	Extracting Pages	Pictures

Using the Scanner

Scanner in Computer Lab

1. Double Click HP PrecisionScanPro 3.02 on the desktop
2. Put your document face down on the scanner bed (Put corner of your paper in the top right corner of the scanner bed)
3. Click Save As
4. Type File Name
5. Choose Save As Type: jp, pdf, rtf, etc.
   a. If you choose pdf, once you scan your 1st page you will get a pop up box "Scan another page into the current document?"
   b. Click Scan if you have another page to scan to the same document
   c. Click Done if you are finished.

Enterprise Scan

These instructions are for the SAP scanners at the Environmental Resource Center (ERC) that are in cube 8 and the cube behind Kathy Allen. Use these if you have a multipage document to scan because it has a page feeder.

The 1st time you use Enterprise Scan you need to register your profile by double clicking on Kodak i55 Profile 51D on the desktop.

1. Double click the Enterprise Scan icon on the desktop.
2. Put your document in the feeder face down.
3. Click File, Scan, OK
4. Once your document has finished scanning
   a. Click File, Print
   b. Choose CutePDFWriter for Printer Name
   c. Save File under your folder on the S drive

5. The file will remain in Enterprise Scan until you delete the file.
6. How to delete your file?
   a. Click on your document header
   b. Click Document
   c. Click Delete All (all of your pages will have a red X)
   d. Click Page
   e. Click Remove Deleted Pages.

For help or questions contact Christie Murphy.

Copier Scanner

Toshiba e-studio 600 in room 417 of the Highway building.

1. Click on the main Scan Button on the copier (Just to the left of the "Copy" button)
2. Click on the "Scan to File" box.
3. Before making the scan you may change the filename of the scanned document by pressing the "Filename" button. Otherwise note the name of the file in the filename box.
4. Under "File Format" click on PDF (Multi) to make 1 PDF file for the document you wish to scan.
   (**Note:** Selecting PDF (Single) will create a PDF for each page that is scanned)
5. If the document to be scanned is double sided click the "Edit" button on the screen.
   a. Select "Book" to scan double sided pages.
      (**Note:** All pages are scanned double sided when this option is selected, therefore any single sided page will have a blank page scanned as well.)
6. Press "Enter" twice to bring back to the initial scan page.
7. Make sure that the document is placed in the feeder face up.
8. Click "Scan". The document should then feed through the Automatic Document feeder.
9. Remove you document and return to the computer you were working from.
10. A Script has been created to map the "P:" drive to the copier where the PDF file resides. If you do not have the "P:" drive mapped, double click the following file

on the S: drive: to map the P: drive.

S:\PDEA\Map Copy Machine ONLY.vbs

11. Once the drive has been mapped, go to the P: drive and double click the Scan folder. Here you will find the files that were scanned. To keep the local hard drive on the scanner clean, please verify you move the file to your computer or you copy the file and then delete the file on the P: drive once you have confirmed the copy is complete. Files will be deleted from the P: drive if they are found to be more than a few days old.

Creating PDF's from Microstation Files

In general, MicroStation files contain the proposed alternatives superimposed on an aerial. They can also contain typical sections for the project.

1. On long projects, determine where you will place match lines. An 11" x 17" sheet size and the scale you wish to use will determine the location of the match lines. James Tortorella can answer questions on how to perform this step.
2. In the MicroStation file, place a fence around the area that will be placed on the first page.
3. Click the PRINT icon
   a. Go to the GENERAL SETTINGS field on the dialog box
      Select the color option
   b. Go to PRINTER & PAPER SIZE field on the dialog box
      Select the CONFIGURE WINDOWS icon and then select the AdobePDF printer
      Click PRINT
   c. Go to the SELECT PAPER field on the dialog box
      Select the FULL SHEET box
   d. Go to PRINT SCALE & SIZE field
      Change the print scale to the desired scale
4. Go to SETTINGS
   a. Click PRINT ATTRIBUTES
      Turn off PRINT BORDER if date on the print is not desired
   b. Choose the box of the applicable attributes
   c. Click OK
5. Click the PREVIEW icon to review
6. Click the PRINT icon
   a. The SAVE PDF DOCUMENT window will appear
   b. Select the proper file location & file name for the Project Study Area
   c. Click SAVE

Creating PDF's from ArcGIS Files

1. Click on the File menu Button and browse and click on Export Map.
2. Navigate / Browse to where you want to save the export file.

3. Click the Save as type drop-down arrow and click on PDF.
4. Type a file name for the export file.
5. Click the Options arrow to expand the options.

   For high-quality images that are suitable for editing in external software, click TIFF from the Save as drop-down list and change the output resolution to 300 dpi or higher. To change the output resolution, click the spinners up or down or type in a new dpi value.
6. Click Save.

Creating PDF's from Word Files

Before beginning, make sure the file you are converting is saved on the S:\drive. Then using a lab computer:
1. Log onto the computer, open the Word document that you wish to convert to a PDF.
2. In the upper left-hand corner of the Word toolbar area, there should be two icons as shown below.

Convert to Adobe PDF

3. Select the "Convert to Adobe PDF" icon. The "Save As" dialog will appear.
4. Save the file to the appropriate folder using the naming convention for Project Store.
5. Once the file has been converted, it will be opened in Adobe Professional to be viewed.

Note: If the Word document was formatted using Header designations, you should be able to use the "benchmarks" feature to navigate to different sections of the document without scrolling through it. Document templates for the EA and the FONSI have been created with the correct formatting and are in the testing phase.

Inserting Pages into a PDF

Once the main document has been converted to a PDF, use the following steps to insert the remainder of the document elements in the appropriate sequence.
1. Open the main document PDF file using Adobe Professional.
2. Go to the page that will be in front of the file you are inserting.
3. Select "Document"
4. Select "Insert Pages"
5. Select the PDF file you wish to insert

6. Click on "Select"
7. Choose "after" to designate you want to insert the new PDF file after the current page in the main document. Be sure to review the "after page #" box at the top of the screen to ensure you're placing the new page(s) in the correct location.
8. Select "OK"
9. Save the revised PDF file before closing it or before adding additional pages.

Note: You can select up to three separate files to insert at a time. Choosing more than three will cause the files to get inserted out of order. Select the files in the proper order by clicking on the first file, then holding down the "control" key and clicking on the next file(s) you wish to add.

Extracting Pages from a PDF

1. Open the main PDF file from which you wish to remove pages.
2. Select "Document"
3. Select "Extract Pages"
4. Indicate which pages you wish to remove.
5. Check the box for "Delete Pages After Extracting."
6. The extracted pages will appear on the screen and you will be asked if you want to save them.

Note: You can select up to three pages to be deleted at a time. Choosing more than three pages does not work correctly.

Formatting Pictures

In order to keep the electronic file size down for newsletters with pictures, use the following tips. After reformatting, pictures should have the same print quality as the original. As with any file, save the revised photo using a new file name so that the original is preserved.

1. Use Printshop Pro to open the file.
2. Under File, click on the Properties tab.
3. There will be a block that tells you the resolution of the picture. Normally, this is 300.
4. Change this number to 150 and close the dialog box.
5. Save the file using the Save As command.
6. Clip the photo to focus in on the main element of the picture. This will also reduce file size.